



Rater's Individual Performance Plan Checklist

Employee's Name	Rater's Name / Date
Check Yes or No	Review questions for the Performance Planning phase
	General Performance Plan review questions
Yes____ No____	1. Are there 4 - 6 work outcomes stated in the Performance Plan section?
Yes____ No____	2. Are the work outcome statements written using the S.M.A.R.T. formula (Specific, Measurable, Achievable, Relevant and Time sensitive)?
Yes____ No____	3. Are the work outcomes prioritized in order of greatest importance?
Yes____ No____	4. Have all references to four digit Major Job Responsibility Codes been removed?
Yes____ No____	5. Have all references to listings of Major Job Responsibilities (Attendance and Punctuality, Communication Skills, etc.) with behavioral attributes listed as a, b, c, etc. been removed or are absent?
	Specific questions to ask of <u>each</u> standard of performance, work outcome statement
Yes____ No____	1. Is each work outcome statement compliant with the S.M.A.R.T. formula?
Yes____ No____	a. Is the expectation written with a specific measurable outcome?
Yes____ No____	b. Does the stated measurement for each work outcome let you and the employee know if the employee's performance is meeting, exceeding or is not meeting the work outcome?
Yes____ No____	c. Is the employee able to achieve this work outcome?
Yes____ No____	d. Is the work outcome relevant and supportive to the agency's strategic and/or operational goal(s)?
Yes____ No____	e. Does it have a specific time aspect? (Not simply within the review cycle)
Yes____ No____	2. Is the employee able to state exactly what the outcome of their work activity will be?
Yes____ No____	3. Is the work outcome written to the mid-range level of expected performance?
Yes____ No____	4. If any answers are checked as no, have you contacted the reviewer to assist in resolving the indicated issues?
	Questions regarding the action steps
Yes____ No____	1. If the stated work outcome has action steps, does each of them directly support accomplishment of the work outcome?
Yes____ No____	2. Are the action steps for each work outcome statement a list of job tasks or responsibilities?